

# Student Employment

November 2017

## Scoop

### Important Dates:

Fall work-study ends—December 7th

December Grads Last day to work on the student labor payroll—December 17th

Spring work-study available if full year award—December 8th

Spring-only work-study begins—January 19th

Work-Study ends—May 4, 2018

### Communication is Key:

Be sure to notify your student employees of any changes in policies or procedures that may impact their essential job functions. When communicating the change, explain why the change is happening. Consider holding monthly meetings with your staff. Many of the Grievances we see are often caused by miscommunication. Meeting even for 15 minutes can make your employees feel more engaged which often results in greater job satisfaction and productivity.

### Performance Evaluations:

The purpose of Performance Management is to provide feedback, not discipline. When used constructively evaluations can provide employees with valuable feedback, which enables them to enhance their strengths and improve upon their weaknesses. It is difficult to make decisions based on performance if you are not doing appraisals. If you've never used them, sell it like you are starting with a clean slate. It would be a great time to set clear objectives.



### Words of Wisdom:

*"Train people well enough so they can leave. Treat them well enough so they don't want to"*

~Richard Branson

### Contact Us:

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